



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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**#T2885 SAP BUSINESS SYSTEMS ADMINISTRATOR
(BUSINESS SYSTEMS ADMINISTRATOR)
MONTHLY SALARY: \$6143 to \$7441**

APPLICATION FILING PERIOD: FIRST DATE: November 27, 2009

LAST DATE: OPEN

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** Immediate vacancies may be filled when sufficient applicants have been processed. Later applicants will be eligible for employment consideration as future positions MAY become available.

THE POSITION: SAP Business Systems Administrators provide leadership and guidance to Business Systems Analysts in a lead capacity; manage the integration of multiple SAP modules from a support and enhancement perspective and/or supervise the activities of professional and sub-professional business analyst personnel in an SAP functional unit which typically includes: analyzing business needs and problems and formulating technology solutions that enable the business to meet its operational goals; configuring, testing, and implementing new and/or modified system features; performing of technical and analytical duties in a functional area relating to the operation, maintenance, troubleshooting, and enhancement of the City's SAP/ERP system; participating in department procedure and policy discussions; training subordinate personnel; managing the budget for their functional area; may represent the department as a member of a committee; and acting as project manager over multiple integrated and complex projects.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EDUCATION: Proof of degree and/or transcripts must be submitted at time of application.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter).

NOTE: Additional qualifying experience as described below may be substituted for education lacked on a year for year basis. (i.e., 30 semester/45 quarter units = 1 year of experience).

-AND-

EXPERIENCE: Five years of full-time experience (within the last eight years) of professional accounting, human resources/personnel, or information technology/technical experience analyzing business needs and problems, defining solutions, and working on software development/implementation projects or professional experience providing day-to-day support of an SAP system to meet operational goals. Qualifying experience must include at least three years City of San Diego SAP implementation/support experience or four years working with one or more of the following core SAP modules: FI/CO/FM/GM/PS/AA/TR/AP/AR/FI-CA/MM), HCM (PAYROLL/BENEFITS/TIME/PA/OM/ESS/MSS) or BW/BOBJ, including design, configuration and implementation; project management; reviewing and evaluating existing and proposed business process and making recommendations for improvements; writing design/functional specifications; troubleshooting and problem resolution; and providing technical assistance to others.

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete/submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person or FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins.

Note: Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment. **Some positions may be required to provide support services to the Police Department and meet strict security regulations. Therefore, in addition to the standard employment DOJ records check, candidates may be required to submit a comprehensive Background Investigation package and successfully complete a thorough background check, which may include a polygraph examination.**

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed.

1. Describe your experience analyzing business needs and problems, and formulating technology solutions to meet operational goals. Specify the type of business and solutions developed, your specific duties (e.g., writing design specifications, defining scope and business requirements, developing project plans, project management), and describe the enterprise impact of your implemented solution. Specify from which employer this experience was gained.
2. Indicate the SAP components, modules, or sub-modules (listed below) that you are qualified to support. For each item, describe your experience that qualifies you to support that item: include implementation and support experience, IMG customizing experience, formal and informal SAP training, and any relevant SAP certifications. Specify from which employer this experience was gained. Write "none" if you do not have any experience in the area listed.
 - a. FILO (FI/CO/FM/GM/PS/AA/TR/AP/AR/FI-CA/MM)
 - b. HCM (PAYROLL/BENEFITS/TIME/PA/OM/ESS/MSS)
 - c. BW/BOBJ
3. Describe your experience providing technical and operations support for an SAP system (including troubleshooting and problem resolution). Specify the support model utilized (CCC or COE) and any challenges your organization experienced. Specify from which employer this experience was gained.
4. Describe your professional experience performing information systems project management. Include your experience preparing and tracking budgets, project scheduling, and writing scope of work. Specify from which employer this experience was gained.
5. Describe your experience supervising professional or sub-professional technical staff. Include your title, the number and titles of those you supervised, and the extent of your supervisory duties (lead, trained, assigned work, evaluated performance, etc.). Specify from which employer this experience was gained.
6. Describe your professional experience developing and administering organizational policies and procedures, and budgets. Specify from which employer this experience was gained.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER